

The **Parks and Recreation Board** met Monday, November 19, 2007 at 4:30pm in the Board of Works room at City Hall.

Present at said meeting were Leon Trachtman, Paula Woods, Garnet Peck, Mike Dana, Karen Springer and Attorney John Sorensen. Joe Payne, Chris Foley, Lee Booth, Brenda Lorenz, and Cheryl Kolb represented the department. Council member Ann Hunt and Gil Satterly were also present. Absent were Council member Gerry Keen and Pennie Ainsworth from the Department.

Leon convened the Board at 4:30pm.

The first item on the agenda was the approval of the minutes of the October 15, 2007 meeting. Karen and Mike each noted a correction for the minutes. Garnet motioned to approve the minutes as presented and corrected. Paula seconded the motion, and the motion carried.

Joe introduced Malcolm Springs with East Tipp Middle School, noting the presentation today was presented to the City Council meeting earlier in the month. Mr. Springs proceeded to introduce the team as the East Tipp Middle School Lego League Team, a robotics program, noting it is comprised of robot designers and builders, along with researchers. The program this year was "Conservation of Energy." Part of their project this year was to do an energy audit of a building, and they chose the Morton Community Center as their building. The presentation of the team's findings followed.

**Superintendent** – Joe reported on the following:

- Noted the Council Report was included in the mailing.
- Passed flier around regarding the Christmas Parade activities.
- Noted we are a recipient of the Transportation Enhancement Award for \$811,784.00 that we requested for the Wabash Heritage Trail extension on into Happy Hollow Park and Trolley Line Trail, Phase I. Phase II will continue up the hill to Rose and Kingston, Happy Hollow School and the bike lanes on Salisbury Street. We will meet with INDOT next week to begin the process.
- The Purdue Crew site dedication at the old Burnham's site was recently in the news. We are working on removing the remaining materials from the site. There has been a quote for demolition of the site and finished clearing of the site (to be contracted by Purdue Research Foundation).

**Assistant Superintendent** – Chris reported in Pennie's absence on the following:

- Pennie and Tom James both passed the Playground Safety Inspectors course. Both received certification with N.R.P.A.
- The staff will attend the I.P.R.A. State Conference in Indianapolis, January 14-16, 2008. If any Board members are interested in attending, please let Pennie know and she will take care of the registration.
- WINCO received the contract to complete the curb ramp work at the pool. They were the low bid, coming in at \$8,358. Work will take place after 3:00pm on school days, with plans to begin the work on the Saturday following Thanksgiving. The work should complete by the end of the month.

- Chris reported that she and Pennie met with Desiree Lord and Sally Downham Miller from the West Lafayette School Corporation. Tom Gall is overseeing the project.
- Shade structures for the pool have been ordered. One structure is 19'x25'x8' and installation will be at the west end of the pool deck. Another structure is 12'x12'x8' and installation will be on the east end of the deck. The last structure, which is portable, measures 10'x10'. Parkreation received the purchase order for \$13,548.

**Parks** – Lee reported on the following:

- Inspections noted.
- All of the parks winterized.
- The plaza fountain winterized.
- We made ice last Thursday for the Riverside Skating Center.
- Classrooms are being painted at Morton.

Joe added that work is also continuing in Lincoln Park and along Nighthawk Trail.

**Recreation** – Chris reported on the following:

- The staff has been working on upgrading the computer service between Morton and City Hall.
- Grade school basketball began November 5. Greg Tudor will be coaching Second and Third graders on Monday afternoons. Rick Forbes will be coaching Fourth graders on Thursdays. Practices will be held through December 13. Practices and games will begin in January after the holiday break.
- Riverside Skating Center will be open this coming Friday for ice skating from 1-3pm, 4-6pm and 7-10pm (weather permitting). The staff has a base coat of ice prepared for skating. The Skating Center will be operating at their regular schedule.
- Skate with Santa will be held Saturday, December 15 from 9-11am. The fee of \$15 will include admission for a child and an adult. Skaters will enjoy donuts and hot cocoa with Santa before ice-skating.

**Morton Center** – Brenda reported on the following:

- WALLA had a record number of attendees this year for their fall session of classes. Two-hundred thirty-four (234) people registered for classes, an increase of 50 over last year's registration total.
- Morton received an invitation to attend the housing fair at the Purdue Memorial Mall on Thursday, October 18. The organizer for the event felt Morton offered many activities of interest to students living in off campus housing. Although, unable to stay all day, Morton was represented for several hours that morning.
- A flu clinic sponsored by the Tippecanoe County Health Department October 26 was successful. A number of people did come to Morton for flu shots that day.
- The maintenance staff has been painting rooms at Morton. They are working on completion of their third room.
- Morton is looking forward to hosting the December Park Board meeting on December 17. There will be food served, so we are hopeful everyone can attend.

**Old Business**

N/A

**New Business****NRO Budget**

Chris presented the 2008 NRO Budget for approval. The most significant change is the addition of a full-time position back into the budget, along with the continuing City Hall part-time position, Emma's, paid from the 22-120 account. Discussion followed with a 2007 vs. 2008 comparison report distributed. Mike motioned to approve the 2008 Proposed NRO Budget as presented. Paula seconded the motion, and the motion carried.

**2008 Part-Time Payroll Summary**

Chris presented the 2008 Part-Time Payroll Summary for approval. The primary change reflects the minimum wage increase in July 2008. Mike motioned to approve the 2008 Part-Time Payroll Summary as presented. Garnet seconded the motion, and the motion carried.

**Part-Time Position Status Change**

Lee presented a recommendation to move Kyle Keiser from a part-time seasonal position to a regular part-time position. The status change will enable the employee to receive accrued leave for sick, personal, and vacation time based on an specified number of hours worked per week. Lee is requesting, and recommending, an increase in pay from \$8.50 per hour to \$9.00 per hour. Garnet motioned to approve the position change and the rate change as presented. Mike seconded the motion, and the motion carried.

**Rental Request**

Brenda presented a recommendation, which would allow Chris Kuchta, a current instructor with the Morton Community Center, to rent Room 105 for \$425.00 per month, which would allow him to teach students on an individual basis. Mr. Kuchta will continue offering his group lessons through us. Normally we include a 5% increase each year in the lease agreement. However, he is a little concerned about the rate becoming too high for him to handle, asking for a 3% increase per year, rather than a 5% increase. The Board's consensus is to be consistent with the 5% increase per year policy, rather than the requested 3% increase. Brenda will discuss with Mr. Kuchta, and pending his approval, will allow him to begin his lease at the beginning of December if he chooses to do so. Brenda will follow-up at the December Park Board meeting.

**West Lafayette School Board - Karen reported on the following:**

- The last Board meeting netted approval of Rob Shriner as the new Jr. High Principal for the next school year. There will continue to be a Sr. High Assistant Principal and that search will begin and be done in the spring of 2008.
- The administration has been discussing Phase II of the Salisbury Street Sidewalk, Curb, and Utility Pole project with the City, and its effects on Burtfield School. This has caused the Burtfield property to be under study again, as to the cost of that building, currently not used as a school property, though it has had renters for the past number of years. They are in the data collection mode for the Burtfield property. No decisions pertaining to the building, or plans for the building, have been made.

The study is being done in conjunction with Cumberland School, as there has been an increase in enrollment there. They are hopeful the trend continues, and will continue to monitor the data collected, to help with future decisions.

### **Wabash River**

Paula noted the next meeting would be in December. The Wabash River Parkway Commission would like to purchase canoes so that they have access to the river. Paula mentioned, and discussion followed, regarding the group's intent to ask the three local Parks and Recreation departments for financial assistance to purchase the canoes. Joe noted it is uncertain whether the Wabash River Enhancement Corporation will meet next Friday.

### **Other**

#### **West Lafayette Parks & Recreation Foundation**

Joe reported the Parks & Recreation foundation met today. Two members of the board of directors have their first, three-year terms ending at the end of December. One of those members is Sonya Margerum, re-elected for a second, three-year term and Lowell Hardin, a Park Board appointee. He is willing, and interested in fulfilling a second term, with a caveat, that if things would change dramatically, one way or another, that it be acceptable for him to resign. Paula motioned to re-elect Lowell Hardin for a second, three-year term to the Board of Directors for the West Lafayette Parks & Recreation Foundation. Mike seconded the motion, and the motion carried.

Joe reported the officers, pending the re-election by the Park Board, for 2008 will be:  
Jim Shook, President  
Linda Cohen, Vice-President  
Lowell Hardin, Treasurer

### **Pool Project**

Joe reported we received quotes today at the Board of Works meeting from three contractors for doing pool expansion work, primarily the east end of the pool. The lowest, responsive, and responsible quote was received from WINCO for \$20,600.00. Joe requested approval to enter into contract with WINCO to do the pool deck extension, with cold weather additive or as the weather permits this winter and spring. A plastic tile which handles the drainage off the north side of the pool will also be relocated. He requested approval of the Purchase Order for \$20,600.00 plus a 20% contingency fee. Mike motioned to approve entering into agreement with WINCO as presented. Garnet seconded the motion, and the motion carried.

Joe requested approval, in relation to the above item, to enter into contract with T.J. Gall & Associates for design work and project manager for the pool improvements. The agreement would bill on an hourly basis, at the rate of \$98.00 per hour, not to exceed \$17,640.00. Mike motioned to approve entering into agreement with T.J. Gall & Associates for the pool improvement project as presented. Garnet seconded the motion, and the motion carried.

**BPR 3-07**

Joe presented a Resolution to transfer \$462.00 from Park Board 3-290, Other Supplies to Park Board 3-441, Furniture & Fixtures to cover the cost of a table and chairs for the Maintenance shop. Mike motioned to approve the transfer as presented. Paula seconded the motion, and the motion carried.

**Sponsorship for the Zamboni**

Joe passed along information regarding sponsorship for the Zamboni, noting that Lafayette Life and PEFCU are interested in continuing their support for a \$500 donation each to the Park Board.

**Pay Claims**

Paula motioned for claims to be paid. Mike seconded the motion, and the motion carried.

**Adjourn**

The meeting adjourned at 5:45 pm.

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Presiding Officer

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Secretary